



# Injury Compensation Center of Excellence

## Fact Sheet

Army Benefits Center-Civilian

Excellence Through Partnership

## Filing a New Claim in ECOMP

### What is ECOMP?

The Employees' Compensation Operations & Management Portal is a Department of Labor application that will allow employees to file CA-1 and CA-2 forms electronically.

### What is a CA-1 and CA-2?

Form CA-1 is for use by Federal employees to claim benefits under the Federal Employees' Compensation Act for a medical condition resulting from an incident or activity occurring during one work shift.

Form CA-2 is for use by Federal employees to claim benefits under the Federal Employees' Compensation Act for a medical condition resulting from an incident or activity occurring over more than one work shift.

### Steps to file a claim...

#### 1. Employee Registration:

Employees must first register and create an account in ECOMP in order to file a claim. During registration, the employee will select their \*Department/Agency/Duty Station and enter supervisor e-mail address. \*(Information can be found on most recent SF-50 Notice of Personnel Action.) Employee uses the internet to access the ECOMP URL [www.ecomp.dol.gov](http://www.ecomp.dol.gov)

#### 2. Selection of Form to File:

The employee will select either form CA-1 or CA-2 to start the process of filing a voluntary workers' compensation claim.

#### 3. Complete Form:

Employee will be guided through the filing process. Information needs to be as accurate as possible and all required fields should be entered.

#### 4. Upload Documents:

The employee is able to upload documents with their initial claim submission. This is optional and is not the only time the employee will have an opportunity to submit documents for support of their claim.

#### 5. Review Claim:

The employee will be allowed the opportunity to review the information entered. If changes are needed, the employee can go back and make changes.

#### 6. Sign and File Form:

The last step in the process is to sign the form and file. A hard copy form with the employee's and supervisor's signature is required to be maintained by the agency. Obtaining the signatures on the hard copy form will not delay the electronic filing of the claim form.